

HR Consultant - Benefits



Job Description

Job Profile

Position - Function:	HR Analyst - Benefits
Title:	HR Analyst
Family:	HR
Function:	Benefits
FLSA Classification:	Exempt
Job Category:	Professional Support

Job Summary

A short statement which describes the role.

Administers and/or supports company benefit plans including group health, group life, disability, retirement, retiree health and/or other related employee plans.

Essential Functions

Note: The following is not intended to be an exhaustive list of all duties required of this position. Employees working in this position are expected to accept and perform other duties as requested.

Key Duties and Responsibilities

Statements that describe the main areas in which the role holder must produce results in order to achieve the purpose of the role.

- Monitor, perform administration, and/or communications of employee benefit plans including but not limited to (as specified by position):
 - Health, dental, and vision care
 - Group and dependent life insurance
 - Accidental death and dismemberment
 - Retiree health
 - Collectively bargained unit contracts
 - Premiums, taxes and deductions
 - Annual open enrollment
- Compile, process, audit, prepare, and/or present information and reports including but not limited to (as specified by position):
 - Employee/retiree benefit coverage/costs
 - Benefit contributions, determinations and calculations
 - Monitor controls and system processing to ensure data integrity
 - Annual discrimination testing
 - Census data reconciliation
 - Invoice validation from vendors
 - Correspondence to employees, retirees, vendors, etc.
 - Legal review of benefit contracts
 - Benefit statements and confirmation letters
- Monitor trends in employee benefit plans to ensure company plans are competitive, communicated to employee groups, and/or comply with governmental laws and regulations. Assist with benefit plan assessment and recommendations involving changes in plan design including implementation of plan design changes and communication strategies (as specified by position).
- Interact with and/or provide guidance to management, employees, LTD participants, retirees, employees' family members, attorneys, health care providers, regulatory agencies, consultants/actuaries, vendors, and/or others on matters including but not limited to (as specified by position):
 - Claims and claims appeals
 - Benefit statements
 - Employee/retiree benefit coverage/costs

Key Duties and Responsibilities

Statements that describe the main areas in which the role holder must produce results in order to achieve the purpose of the role.

<ul style="list-style-type: none"> • Benefit contributions, determinations and calculations • Life events and eligibility issues • Governmental regulations and guidelines • Surveys • Benefit communications and trends
<ul style="list-style-type: none"> • Research and reconcile statements, deductions and/or data variances to resolve discrepancies. • Act as liaison with division and/or corporate offices to provide guidance, training and answers to inquiries.
<ul style="list-style-type: none"> • Regular and reliable attendance is required in performance of job. • Employee may be required to perform additional duties as assigned.

Competency Proficiency

Statements that are observable and measureable skills and behaviors that contribute to workplace effectiveness and career success.

--	--

Role-Based Competencies

	Please select the appropriate role from COMPETENCY ROLE and SAVE the job description to see the appropriate competencies displayed for this role.
--	---

Job Qualifications

Education Requirements

This section describes the minimum and/or preferred educational achievements required for the role.

Minimum/Preferred	Education Level	Major / Area Study
Preferred	Associate's Degree	human resources, business administration, related field

Experience

This section describes the minimum and/or preferred skills, knowledge and abilities required to be successful in the role.

Knowledge	Working Knowledge	Demonstrated Ability	Experience
An understanding of ...	Limited application of ...	Previous "hands-on"...	Having performed...

This section describes experience required to be successful in this job.

Proficiency	
Experience	Experience administering employee benefit plans, policies, and procedures.
Demonstrated Ability	Demonstrated ability to interpret and apply governmental laws and regulations pertaining to employee benefits.
Experience	Experience interacting with both internal and external customers.
Experience	Experience and/or training related to: Human Resources System (HRS) Benefit plans Interpersonal/communication skills Handling confidential information Problem resolution
Experience	Experience in use and function of office tools and equipment applicable to position including computers and related software such as Excel, Word, Access and PowerPoint.

This section describes experience required to be successful in this job.

Proficiency	
Experience	Experience in researching and/or analyzing employee benefit plans, surveys, policies, reports, procedures, and correspondence.
Experience	Experience in reviewing and interpreting company policies and procedures, governmental regulations and guidelines, investment yields, actuarial evaluations, legal opinions, contracts, and other benefit related documents.
Experience	Experience interacting, advising, and communicating effectively.
Experience	Experience developing information, conducting meetings, and making presentations.
Demonstrated Ability	Demonstrated ability to read and write fluently in English.

Licenses and Certifications

This section describes licenses and certifications that may be required by an employee to successfully perform the essential functions of this job.

Minimum/Preferred	
Minimum	Applicable driver's license
Preferred	Certified Employee Benefits Specialist (CEBS) or Professional in Human Resources (PHR)

Additional Requirements

This section describes additional requirements that must be met by an employee to successfully perform the essential functions of this job.

- Mobility to travel in and around office surroundings.
- Able to operate office tools and equipment required.
- Communicate and/or exchange verbal information; conduct oral presentations and/or meetings.
- Visual abilities sufficient to perform job duties.

This job description is meant as a guideline for employees of ONE Gas, Inc. It is not a definitive or exhaustive description and consequently may not include all tasks or functions related to the position. This document does not create, and is not part of, an employment contract. Please note the position may change to meet the changing requirements of the business. Employees may be assigned duties either, in addition to or instead of, those set out in this document and the position is subject to further changes at management's discretion.